

TSMP HANDLING INSTRUCTIONS OF VACCINE SHIPMENT

1. **PURPOSE:** To give detailed instructions on the receiving and processing of vaccines.
2. **GENERAL INFORMATION:** The Secretary of Defense has assigned the Army as the Executive Agent for the Military Vaccine Agency (MILVAX). The Surgeon General of the Army is responsible for command and control of this program. This paper details the necessary receiving and handling instructions to be followed by each activity. This vaccine must be handled as a critical medical materiel item requiring the utmost control.
3. **VACCINE INFORMATION:** The vaccine must be refrigerated and maintained at temperatures between 2 to 8 degrees Centigrade (36 to 46 degrees Fahrenheit). The refrigerator must be monitored electronically or manually and recorded on a routine basis. For more information visit our web site: www.usamma.army.mil (vaccines/temperature sensitive product info).
4. **SHIPPING INFORMATION:** All shipments will originate from the manufacturer. USAMMA Distribution Operations Center (DOC) will notify each receiving activity with the shipment tracking number (air bill number).
5. **RECEIPT INFORMATION:** Upon receipt of the package:
 - A. Inspect the outside of the package for damage.
 - B. **Contact the DOC IMMEDIATELY.**

Please call your assigned case manager, the person who contacted you verbally and by email with tracking information: (COMM) 301-619-7235, 4128, 3017, 7913, 4320; (DSN: 343)

If your assigned case manager cannot be reached contact one of the following individuals:
DOC Operations Manager 301-619-4318 DOC Project Manager 301-619-1197

After hour's 24-hour cell phone: (301)-676-1184.

ARMY (Executive Agent)

United States Army Medical Materiel Agency (USAMMA)
Distribution Operations Center (DOC)

- C. With the DOC case manager on the phone:
 - 1) Open container and remove handling instructions, return envelope, and return label.
 - 2) Set aside and remove packing materials to get to the product.
 - 3) Read TempTale while still inside of box.
 - 4) Describe what you see on the screen of the TempTale.
 - 5) Push and hold the stop button.
 - 6) Count # of product and put into refrigeration immediately. If multiple boxes are received then segregate boxes and label by TempTale #.
 - 7) Schedule pick-up for the return of TempTale. If OCONUS location, complete Customs Invoice.
 - 8) Place TempTale in return envelope and give to carrier.
 - 9) Provide DOC with tracking # for TempTale return.

10) **Anthrax Vaccine CONUS Shipments Only:** Return box with original contents to Emergent BioSolutions; follow instructions on back of red FEDEX label.

6. SECURING SHIPMENT:

DO NOT FREEZE! Vaccines must be refrigerated at temperatures between 2° to 8° degrees Celsius (36°-46° degrees Fahrenheit).

THE RECEIVING ACTIVITY WILL NOT RELEASE THE VACCINE FROM REFRIGERATED STORAGE UNTIL THEY RECEIVE AUTHORIZATION FROM USAMMA/DOC.

Release authorization will be given either verbally upon receipt followed by an electronically transmitted release document to the receiving activity once the temperature control monitors are received, downloaded and approved by USAMMA staff pharmacist.

7. FOR ANY SERVICE RELATED QUESTIONS PLEASE CALL ONE OF THE FOLLOWING: (DO NOT CALL THESE POC's UPON RECEIPT OF VACCINE)

AIR FORCE

(301) 619-4170/6852, DSN: 343
FAX 301-619-6844

NAVY/MARINES

(301) 619-8054, DSN: 343

US DEPARTMENT OF STATE

Office: 202-663-1936
FAX: 202-663-1613
Mobile: 910-977-3892

COAST GUARD

COMM: 202-267-2622